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PROCUREMENT CIRCULAR 2019-09, Amendment 1

TO: Office of the Governor, Chief of Staff
Office of the Lieutenant Governor, Chief of Staff
Hawaii State Public Library System, State Librarian
Executive Department Heads (excluding Department of Education, University of Hawaii,
Office of Hawaiian Affairs, Hawaii Health Systems Corporation)

C: Administrative Services Office
Departmental pCard Administrators

FROM: Sarah Allen 

SUBJECT: State of Hawaii **Amazon Business** Account – Administrator Training

The State Procurement Office and Amazon will be hosting training webinars for department administrators.

Date: February 12, 2019 and February 19, 2019 (repeat)

Time: 10:00 am to 11:30

Place: Webinar (Amazon Chime)

Registration: <http://spo.hawaii.gov/for-state-county-personnel/training/schedule-registration/>

Training summary:

- Amazon Policy Guidance
- Joining the Amazon Business Account
- Shopping on Amazon Business
- Checkout – Shipping & Payment
- Approvals
- Guided Buying
- Amazon Business Analytics & Orders
- Administrator Functions
- Business Customer Support

The SPO will continue to communicate information, policies and procedures throughout this process. If you have any questions about this new program, please do not hesitate to contact Bonnie Kahakui, at (808) 587-4702, or bonnie.a.kahakui@hawaii.gov.